



PERFORMANCE & DEVELOPMENT SOLUTIONS

Department of Administrative Services, Human Resources Enterprise

TRAINING NEWSLETTER

February 2006

CHANGES FOR PDS

The 'PDS' acronym has recently taken on a new meaning. Formerly representing 'Personnel Development Seminars', the program was renamed to **Performance & Development Solutions**. The new name is intended to more accurately describe the scope of services and programs provided to organizations. PDS now offers much more than seminars – it offers solutions. These solutions come in the form of:

- Occupational and computer training
- Organizational development consultation
- Certificate programs
- Needs assessments
- And much more!

As the "new PDS" was introduced, a new website was also launched. The new website has increased functionality, improved navigation and a fresh look! On the site, staff members can find information about upcoming seminars and a variety of programs and services.

Please take a moment to check out the new DAS-HRE Performance & Development Solutions (PDS) website!
<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>



Additional Sessions Scheduled

New dates have been scheduled for several courses instructed by DAS-ITE. The following courses are now open for enrollment.

[ITE Access Level 1 \(PC 801\)](#): April 26-27, 2006
[ITE Excel Level 2 \(PC 711\)](#): May 24-25, 2006 & Sept 20-21, 2006

UPCOMING SEMINARS

[Building a High Performing Workplace](#) (GI 302) – March 3
Instructed By: Doug Whittle

[Contested Cases](#) (RM 008) – March 8
Instructed By: John Priester

[Achieving Communication Effectiveness](#) (GI 077) – March 9
Instructed By: Roy Criss

[Ethics in the Workplace](#) (SC 230) – March 14
Instructed By: Roy Criss

[Managing Stress Effectively](#) (GI 019) – March 14
Instructed By: Dan Harkness

[Various Computer Skills Courses](#) – Visit the PDS website for the current computer training schedule at New Horizons Computer Learning Center

PROCESS IMPROVEMENT

Zoom for Change is a great process improvement opportunity that is just around the corner! If you've been thinking about improvement needs for your workgroup, don't delay your initiative any longer. The Zoom for Change workshop will improve processes and performance and save your team time and money!

Recently an Iowa Reinvention Update article highlighted the progress of four current Zoom for Change teams. They are all well on their way to process improvement success! [Read Article](#)

Contact Cindy Axne (281-6383) for more information and discover how your team can discover impressive results by participating in Zoom for Change!

OPPORTUNITIES FOR MANAGERS

One **upcoming** opportunity for managers and supervisors is the Certified Public Manager (CPM) program. CPM is a nationally-accredited management development certificate program specifically designed for federal, state and local government managers.

The sixth CPM cohort is scheduled to begin this June 2006, and applications are due by April 1st. But, don't delay as seats are limited! Visit the [CPM website](#) for more information and application instructions.

One **ongoing** opportunity available to supervisors and managers is the Applied Management Series (AMS) certificate. The seminars within the AMS certificate cover various human resource topics, as well as customer service and communication skills.

Currently 260 State of Iowa employees are participating in the AMS program, and your organizations' supervisors and managers can too! [Learn More About AMS](#)

SURVEY SAYS

Merit Systems Protection Board recently surveyed 37,000 full-time government employees. The survey gathered interesting information from the employees, including:

- 71%** - Like their jobs
- 98%** - Take pride in their work
- 46%** - Would like additional training so they can improve on their work
- 81%** - Career development should be provided through formal training sessions
- 48%** - See supervisors as providing opportunities to improve their skills and performance

[Read Washington Post Article](#)

Visit the PDS website for more information about course offerings.
<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

Questions or Comments? Email us at pds@iowa.gov or call 515-281-5456